



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE  
GOVERNOR

EUGENE A. CONTI, JR.  
SECRETARY

February 7, 2012

To: Plan Holders

From: Wanda H. Austin, PE *Wanda H. Austin*  
Proposals Engineer

RE:

Contract Number: DN00056  
TIP Number: SS-4914AZ  
Federal Aid Number: N/A  
WBS Number: 14CR.20501.9; 14CR.20871.8; 43377.3.1  
County: Jackson & Swain  
Location: Various Maps  
Description: Level, Mill, Pave, Pavement Markings, Snow-Plowable Markers  
Letting Date: February 14, 2012

The Instructions to Bidders page was omitted from the original proposal. Attached is the page for the above proposal that should be inserted into the proposal.

Thank you for your attention to this matter. Please sign below and insert this notice into your bid proposal.

I, \_\_\_\_\_ representing \_\_\_\_\_  
(SIGNATURE)

Acknowledge receipt of Additional Information.

Fourteenth Division Office

Phone: (828)586-2141

253 Webster Road, Sylva, North Carolina 28779

Fax: (828)586-4043

## **INSTRUCTIONS TO BIDDERS**

**PLEASE READ ALL INSTRUCTIONS CAREFULLY  
BEFORE PREPARING AND SUBMITTING YOUR BID.**

**All bids shall be prepared and submitted in accordance with the following requirements, except that bids may be prepared by electronic means as described elsewhere in the proposal. Failure to comply with any requirement shall cause the bid to be considered irregular and shall be grounds for rejection of the bid.**

1. The bid sheet furnished by NCDOT with the bound proposal shall be used and shall not be altered in any manner. **DO NOT SEPARATE THE BID SHEET FROM THE BOUND PROPOSAL!**
2. All entries on the bid sheet, including signatures, shall be written in ink.
3. The Bidder shall submit a unit price for every item on the bid form. The unit prices for the various contract items shall be written in figures. **\*\*\*Unit Prices shall be rounded off by the bidder to contain no more than FOUR decimal places.\*\*\***
4. An amount bid shall be entered on the bid sheet for every item. The amount bid for each item shall be determined by multiplying each unit bid by the quantity for that item, and shall be written in figures in the "Amount Bid" column of the sheet.
5. The total amount bid shall be written in figures in the proper place on the bid sheet. The total amount shall be determined by adding the amounts bid for each item.
6. Changes in any entry shall be made by marking through the entry in ink and making the correct entry adjacent thereto in ink. A representative of the Bidder shall initial the change in ink.
7. The bid shall be properly executed. All bids shall show the following information:
  - a. Name of individual, firm, corporation, partnership, or joint venture submitting bid.
  - b. Name and signature of individual or representative submitting bid and position or title.
  - c. Name, signature, and position or title of witness.
  - d. Federal Identification Number (or Social Security Number of Individual)
  - e. Contractor's License Number (if Applicable)
8. Bids submitted by corporations shall bear the seal of the corporation.
9. The bid shall not contain any unauthorized additions, deletions, or conditional bids.
10. The bidder shall not add any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
11. **The proposal with the bid sheet attached or inserted and the electronic media containing the Expedite file shall be placed in a sealed envelope and be delivered to and received in the Division Engineer's Office at 253 Webster Road, Sylva, NC 28779 by 2:00 PM on Tuesday, February 14, 2012.**
12. The sealed bid must display the following statement on the front of the sealed envelope:

**QUOTATION FOR DN00056: Level, Mill, Pave, Pavement Markings, Snow  
Plowable Markers in Jackson & Swain County to be opened at 2:00 PM on  
Tuesday, February 14, 2012.**
13. If delivered by mail, the sealed envelope shall be placed in another sealed envelope and the outer envelope shall be addressed as follows:

**North Carolina Department of Transportation  
Division of Highways, Division 14  
Attn: Mrs. Wanda H. Austin, P.E.  
253 Webster Road  
Sylva, NC 28779**